

NAF NEWS

July 1, 2000

6th Area Support Group

Volume 1, Issue 3

NAF Vacancy Announcements will soon be a part of the CHRMA Home Page! Now you'll be able to find out about AF and NAF job vacancies at: <http://www.chrma.hqusaureur.army.mil>

JOB FAIR:

6 July from 10:00 am - 12: 00 p.m.; 1:00 - 3:00 p.m. at the Patch Barracks Community Club Lobby. Seeking Child & Youth Program Assistants and Technicians for flexible, part-time and full-time positions in the 6th ASG Child Development and Youth Centers. Call DSN 421-2191 or civilian 0711-7292191 for more information.

INCENTIVE AWARDS

Are you aware of the various honorary and monetary awards available to NAF employees? Honorary awards are in the form of a certificate, pin, emblem, plaque, or other item that can be worn or displayed. These include: **Certificate of Achievement for Sustained Superior Performance** - awarded for performance exceeding job requirements; **Certificate of Commendation** - awarded for Special Acts or Services which consist of meritorious non-recurring personal effort, act, or service performed within or outside assigned job responsibilities; and **Certificate for Length of Service** - includes all federal, military and NAFI service providing the last full year of service as a NAF employee. Monetary Awards include: **Special Act or Service Award** - in recognition of "exemplary" performance; **On-the-Spot Award** - for acts or services clearly recognizable as beyond what should be normally expected of the employee; **Time Off Award** - authorized in lieu of cash for a special act or service.

POST ALLOWANCE HALTED

Post allowance for all full-time employees has been stopped by the Department of State effective 21 May 00 in Germany only with the exception of Berlin, Duesseldorf and Hamburg. This means that U.S. NAF employees stationed overseas who are eligible will not receive Post Allowance in their pay beginning with the pay period ending 14 June 00. This is due to the steady increase of the German Mark rate. The allowance will not be issued again until the German Mark rate starts to fall. After it remains at a low rate for a period of time, the Department of State will restart this allowance.

NAF RETIREMENT PLAN CHANGE

The U.S. Army NAF Retirement Plan has been changed to permit employees who are not currently enrolled and who have not previously declined enrollment to request retirement coverage. Interested NAF employees may contact the NAF Personnel Unit at DSN 421-2191 for details on the change. The NAF Retirement Plan is designed to give retirement income benefits to eligible NAF Civilian employees. These retirement benefits, when combined with social security benefits, give retired or disabled NAFI employees, or their eligible survivor, a degree of financial security.

WHISTLEBLOWER PROTECTION

Public Law 98-94 provides for special protection for employees and applicants of NAF positions who have disclosed information which the employee or applicant reasonably believe evidence a violation of any law, rule or regulation, or mismanagement, or gross waste of funds, and abuse of authority, or a substantial and specific danger to public health or safety. If you believe your rights under this law have been violated, you may petition the Secretary of Defense to request prevention or correction of any personnel action taken as a reprisal for disclosure of information described above. Petitions to the Secretary of Defense may be made by use of the DOD Hotline. Toll free (800) 424-9098; DSN 664-8555; Commercial (703) 604-8666; or in writing to DOD Hotline, The Pentagon, Washington DC 20301.

TOLL FREE TELEPHONE NUMBERS

AETNA MEMBER SERVICES: 0130-0011-1-800-367-6276

NAF EMPLOYEE BENEFITS: 0130-817343

NAF 401K FIDELITY PLAN: 0130-810175

FAMILY FRIENDLY LEAVE ACT

This act allows employees sick leave to care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, childbirth, and medical or dental appointment. Sick leave is also authorized to make arrangements for and/or attend the funeral of a family member. A minimum sick leave balance must be retained by the employee. The act guarantees full-time employees 40 hours. An additional 64 hours may be granted provided the employee retains a minimum balance of 80 hours. Part-time employees sick leave is pro-rated. Total leave authorized per year is 104 hours.

SICK LEAVE

- Regular full-time and part-time employees earn sick leave at the rate of 5 percent of the total hours in a pay status up to a maximum of 40 hours per week.
- Sick leave is accrued from the first pay period of employment and may be used when earned.
- There is no maximum for accumulation of sick leave
- Minimum accrual is 1/4 hour in a pay period.
- Minimum charge for sick leave is a quarter of an hour

FAMILY AND MEDICAL LEAVE ACT

All employees who work more than 1250 hours in a year, and who have completed 12 months of service, are entitled to a total of 12 administrative workweeks of leave without pay during any 12 month period for:

- ⇒ Birth/Adoption of a child
- ⇒ Placement of a child for foster care
- ⇒ Care for family member with serious health condition
- ⇒ Serious health condition that makes the employee unable to perform their duties.

CIVILIAN RETIREE ID CARD

The Nonappropriated Fund Civilian Personnel Unit will issue, upon request, Civilian Retiree Identification Card to NAF retiree's and their spouse's.